




REORGANIZATION DECISION MEMORANDUM

MEMORANDUM

DATE: 01/18/18

SUBJECT: Region 8 Grants and Acquisition Program Reorganization Proposal —
REORGANIZATION DECISION MEMORANDUM

FROM: Richard D. Buhl 
Assistant Regional Administrator
Office of Technical and Management Services

TO: Douglas Benevento
Regional Administrator

NEED

Region 8 proposes to reorganize its Grants and Acquisition Program (GAP). The objective of the change is to ensure that the organizational structure reflects the responsibilities of the group in consideration of a shift in program emphasis to larger, more complex contract acquisitions.

PROPOSAL

In order for the Grants and Acquisition Program to enable Region 8 to be a leader in Acquisition Management, the recommend changes are as follows. The region intends to carry out more strategic purchasing, and needs to be able to effectively support centralized contracts at a national level. Due to the complexity of acquisitions within the region having grown, it is necessary that the individual in charge of the program to possess a high level of expertise and experience with larger acquisitions. Furthermore, the increased complexity of contracts creates increased risk of improper contract execution, requiring the Regional Acquisition Manager (RAM) to exhibit the proficiency to navigate demanding contract acquisitions and mitigate potential complications.

Significant Changes: The primary responsibility for the GAP unit's oversight will be shifted from a GS-15 Grants Management Officer (GMO) to a GS-15 Regional Acquisition Manager (RAM). In addition, a newly designated Grants Unit will be created underneath the RAM Supervisor with its own GS-14 GMO supervisor. This is a shift from a dedicated Acquisition Management Unit with its own GS-14 RAM Supervisor.

Key Discussions To Date: The proposed changes have been discussed with the Cincinnati Shared Service Center, which identified a need to execute a reorganization. Initial discussions have taken place with the American Federation of Government Employees, Local 3607.

REVIEW AND ANALYSIS

The initial draft of this proposal has been reviewed by the Office of Human Resources and the Cincinnati Shared Service Center. A number of comments were received. These comments related to inconsistency in organizational names among the different sections of the package, updates and additional notes needed to staffing cross-walk and a team lead position description was needed for the team lead role. All of these changes have been made.

RECOMMENDATION

I have received notice from the Office of Administration and Resources Management's Office of Human Resources that all comments have been satisfactorily resolved and the proposal is ready for approval.

Approved:

D. J. L. J. Doug Benevento
Regional Administrator

Date:

1-26-18

Attachment:

Tab A: Reorganization Proposal Form



REORGANIZATION PROPOSAL

*The Reorganization Proposal form must be completed, **signed by your Assistant Administrator/Regional Administrator**, and submitted to Troy Boxton, OARM, Office of Human Resources, Policy, Planning and Training Division and to your designated HR Shared Service Center Representative via **email and hardcopy** for review. Please complete this form in its entirety and submit with all required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. If you have any questions regarding completion of this form, please see page 2 for Troy's contact information.*

A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

The primary responsibility for the Grant and Acquisition Program (GAP) unit's oversight will be shifted from a Grants Management Officer (GMO) to a Regional Acquisition Manager (RAM). In addition, a designated Grants Unit will be created underneath the RAM Supervisor with its own GMO Supervisor. This is a shift from a dedicated Acquisition Management Unit with its own GS-14 RAM Supervisor.

2. Describe the title(s) of the unit(s) affected.

The Grants, Audits, and Procurement Program (X0AE0000) and Acquisition Management Unit (X0AEA000) will be affected by this reorganization.

3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).

The purpose of the change is to ensure that the organization structure reflects the responsibilities of the group in consideration of a shift in program emphasis to larger, more complex contract acquisitions. The region aims to carry out more strategic purchasing, and would like to be able to effectively support centralized contracts at a national level. Because the complexity of acquisition within the region has grown, it is necessary that the individual in charge of the program possesses a high level of expertise and experience with larger acquisitions. Furthermore, the increased complexity of contracts creates increased risk of improper contract execution, requiring the Regional Acquisition Manager (RAM) to exhibit the proficiency to navigate demanding contract acquisitions and mitigate potential complications. In addition, it is necessary for a designated Grants Unit to be created in order to move its functions out of the program office level. As a result, work at the program office level will be focused more appropriately on broader concerns rather than the day-to-day execution of grants. In order for the Grants and Acquisition Program to enable Region 8 to be a leader in Acquisition Management, the proposed changes must be implemented.

4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.

The proposed changes have been discussed with the Cincinnati Shared Service Center, which identified a need to execute a reorganization. Initial discussions have taken place with the union.



REORGANIZATION PROPOSAL

5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

Not only will the proposed changes increase accountability, enhance communication and coordination, and improve efficiency within the Grants and Acquisition Program, they will ensure that the region has the appropriate level of contracting expertise for more complex contracting work that needs to be done, which is in line with the long term goals of the organization to have a strong contracting presence on a regional level.

6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?

No

B. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☒ No ☐ Yes

If yes, please explain and include your present AAship/RAship supervisor-to-staff ratio _____ and the proposed AAship/RAship supervisor-to-staff ratio _____.

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

If yes, please explain.

(a) No positions will be eliminated. (b) No reduction in force will occur. (c) Yes, the GMO will no longer be a 15, it will be a 14, and the RAM will no longer be a 14, it will be a 15. (d) Yes, adding a Grants Unit. (e) No, this reorganization will not support a VERA/VISP.

3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes

If yes, please explain.

C. ADMINISTRATIVE ISSUES *(Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)*

1. Will there be any physical moves of staff? ☒ No ☐ Yes

If yes, please explain.

2. Will new space be required? ☒ No ☐ Yes

If so, have all technical (computer, telecommunications, etc.) needs been assessed?

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes

If yes, please explain.



REORGANIZATION PROPOSAL

4. Will there be any budgetary impacts? If yes, please explain in detail. ☒ No ☐ Yes

D. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders or Manuals be affected? ☐ No ☒ Yes

If yes, please explain and attach the directive affected.

01-011 (4A Redelelegation Authority);
01-014-A (4A, 4B, Redelelegation Authority);
01-076 (4A, Redelelegation Authority)

E. ATTACHMENTS *(Use the forms provided)*

1. Staffing Plan Crosswalk *(Use Staffing Plan Template)*. Contact your servicing HR SSC for information *(Do not include social security numbers)*.

2. Current Organizational Chart.

3. Proposed Organizational Chart *(Must include all organization levels)*.

4. Current Functional Statement.

5. Proposed Functional Statement *(Must include all reporting levels)*.

Assistant Administrator/Regional Administrator Approval

Name: Douglas Benevento

Title: Regional Administrator

Signature: 

Date: 1-26-18

Human Resources Office/Program Management Office Reviewed

Name: Joshua Fowler

Title: Human Resources Officer

Signature: 

Date: 1-12-18

Human Resources Shared Service Center Approval *(Certifies Receipt of this Package)*

Name:

Title:

Signature:

Date:

Contact Information:

Troy Bixton, Management Analyst
Office of Administration and Resources Management
Office of Human Resources
Policy, Planning and Training Division
Workforce Planning Branch
1200 Pennsylvania Avenue, N.W.
Room 1419 WJC East MC-3600A

Washington, D.C. 20460

Office: (202) 564-7419

Fax: (202) 564-1928

boxton.troy@epa.gov

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-11. Interagency Agreements and Memoranda
of Understanding1. AUTHORITY.

a. To enter into (sign) and administer Interagency Agreements (IA) between EPA and other Federal agencies, State, tribal or local governments which provide for the furnishing of goods or services and involve the transfer and expenditure of appropriated funds, the performance of activities and projects that involve the transfer and expenditure of appropriated funds, or that allow EPA to accept funds from State, tribal or local governments under statutes which authorize EPA to accept funds from these entities.

b. To enter into memoranda of understanding (MOU) between EPA and other Federal agencies, State, tribal or local governments, foreign governments international organizations, private sector organizations and individuals, which set forth basic roles and responsibilities regarding the collaboration or cooperation of the parties on matters of mutual interest, under which no transfer of funds occurs.

2. TO WHOM DELEGATED.

a. The authority in 1.a. is delegated to the Assistant Regional Administrator (ARA), Office Technical and Management Services (TMS) and to the ARA, Office of Ecosystems Protection and Remediation (EPR), subject to office-specific limitations in Section 3.

b. The authority in 1.b. is delegated to each ARA, or equivalent, for MOUs involving that ARA's Office. This authority may not be redelegated further.

3. LIMITATIONS.

a. The authority delegated under Section 2.a. to the ARA, TMS is limited to taking administrative actions with respect to closing expired IAs that originated in the Regional Office or Regional Office components.

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-11. Interagency Agreements and Memoranda
of Understanding (cont'd)

b. The authority delegated under Section 2.a. to the ARA, EPR is limited to taking actions under the National Response Framework when an emergency requires immediate action and the other Agency may not initiate activities without written authorization.

c. The authority to sign or enter into a MOU under Section 2.b. may not be exercised unless the Regional Counsel or General Counsel, as appropriate, or their designee concurs in the MOU.

d. In accordance with the Federal Acquisition Streamlining Act, an IA authorized by the Economy Act of 1932 and initiated by EPA cannot be signed unless an EPA contracting officer, with authority to contract for the supplies or services to be ordered, first signs a Determination and Findings (D&F) in support of the IA.

e. Any authority redelegated to Grant Specialists or equivalent under Section 4.a. is limited to taking administrative non-monetary actions.

f. Program offices entering into MOUs under Section 2.b. must maintain records in a manner that facilitates retrieval of MOUs and provides data regarding the number of MOUs entered into under this authority.

4. REDELEGATION AUTHORITY.

a. The authority of the ARA, TMS, under Sections 1.a., 2.a., and 3.a., may be redelegated through intervening supervisory levels to Grants Specialists, or equivalent, Grants and Audit Program, TMS, subject to limitation 4.e. This authority may not be redelegated further.

b. The authority of the ARA, EPR, under Sections 1.a., 2.a., and 3.b., may be redelegated through intervening supervisory levels to the Emergency Support Function 10 Regional Chair, EPR, or designee only, limited to actions under the National Response Framework when an emergency requires immediate action and the other Agency may not initiate activities without written authorization. This authority may not be redelegated further.

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-11. Interagency Agreements and Memoranda
of Understanding (cont'd)5. ADDITIONAL REFERENCES.

a. Statutory authority for EPA to enter into IAs is contained in the Economy Act, 31 U.S.C. § 1535, the Intergovernmental Cooperation Act 35 U.S.C. § 6501, and in the "cooperation" and other provisions of EPA program statutes. In addition EPA receives funds from United States Agency for International Development (USAID) under Section 632 of the Foreign Assistance Act, 22 U.S.C. § 2392, and from the Department of State under Section 8 of the Department of State Basic Authorities Act, 22 U.S.C. § 2675.

b. As used in this delegation, the term "Interagency Agreements" includes agreements between EPA and other Federal Agencies (IAs) and between EPA and State and local governments (Intergovernmental Agreements) entered into under the authority of the Intergovernmental Cooperation Act and other statutes.

c. These authorities shall be exercised in accordance with the policies and procedures set forth in the *Interagency Agreement Policies, Procedures, and Guidance Manual* or equivalent guidance relating to Interagency Agreements.

d. The Inspector General Act of 1978, Public Law No. 95-452, as amended, 5 U.S.C. App. 3 (1982), vests the Inspector General with similar authority to enter into agreements with other public agencies.

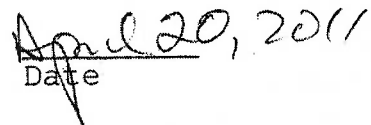
e. EPA requires the use of IAs to transfer goods and services and related funds between it and other Federal agencies. During disasters, EPA will transfer goods and services under a Mission Assignment, IA, and/or Emergency Funding Authorization (EFA), depending on the nature of the response. The EFA is a simpler version of EPA's IA and is only used for disaster response support tasks. If another Federal agency agrees, the EFA also may be used when EPA provides response support. For additional information refer to EPA's "Disaster and Emergency Response Mission Assignment Guidance," October 1997 (EPA 540-R-97-034).

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-11. Interagency Agreements and Memoranda
of Understanding (cont'd)

f. The authority to enter into MOUs is contained in "cooperation" and other provisions of EPA statutes or other laws.


Regional Administrator


Date

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-14-A. Assistance Agreements

1. AUTHORITY. To take all necessary actions to award, obligate and de-obligate funds for, and administer fellowship, grant, cooperative and loan agreements (hereinafter financial assistance), and to make any final determinations required by law or regulations, with eligible recipients.
2. TO WHOM DELEGATED. Assistant Regional Administrator, Office of Technical and Management Services (TMS).
3. LIMITATIONS. This authority is limited to those financial assistance programs for which the Region has been delegated approval authority.
4. REDELEGATION AUTHORITY.
 - a. This authority may be redelegated, through intervening supervisory levels, to the Grants Management Officer, Grants and Audit Program.
 - b. The authority to take administrative/non-monetary actions may be redelegated, through intervening supervisory levels, to Grant Specialists and no further.
 - c. This authority may not be redelegated to a Regional official who also has the authority to approve financial assistance under a redelegation of authority that would allow that official to act as both the award official and the approval official for the same financial assistance agreement(s).
 - d. This delegation of authority does not divest the official making the delegation from the power to exercise this authority. The authority may be exercised by any person in the chain of command down to the person to whom it has been delegated.
5. ADDITIONAL REFERENCES.

Policies and procedures set forth in General Assistance Regulations (40 C.F.R. Parts 30 and 31), other assistance and program regulations, the Assistance Administration Manual, other delegations of authority in this manual relating to approval of fellowship, grant, cooperative and

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-14-A. Assistance Agreements (Cont'd)

Loan agreements, applicable assistance statutes, including the Federal Grant and Cooperative Agreement Act (31 U.S.C. § 6301 et seq.), and the requirements of EPA Order Series 5700.



Acting Regional Administrator

5/7/13
Date

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUSDelegation 1-76. Assistance Agreements for Environmental Finance Projects

1. AUTHORITY. To the extent authorized, to approve single media and multimedia grants or cooperative agreements for the initiation, support, or expansion of Environmental Finance projects under the following statutes:

- a. Clean Water Act, Section 104(b) (3);
- b. Safe Drinking Water Act, Section 1442(b)(3) and Section 1420(g);
- c. Solid Waste Disposal Act, Section 8001(a);
- d. Clean Air Act, Section 103(b) (3);
- e. Toxic Substances Control Act, Section 10;
- f. Federal Insecticide, Fungicide, and Rodenticide Act, Section 20;
- g. Comprehensive Environmental Response, Compensation, and Liability Act, Section 311(c); and
- h. Marine Protection Research and Sanctuaries Act, Section 203.

2. TO WHOM DELEGATED.

- a. The authority to authorize grant awards is delegated to the Assistant Regional Administrator, Office of Technical and Management Services (TMS).
- b. The authority to approve grant awards is delegated to Assistant Regional Administrator, Office of Partnerships and Regulatory Assistance (OPRA), Assistant Regional Administrator, Office of Water Protection (OWP) and to the Assistant Regional Administrator, Office of Ecosystems Protection and Remediation (EPR)

3. LIMITATIONS.

- a. This authority does not include research within the purview of the Office of Research and Development (ORD).
- b. This authority is limited to approving financial assistance agreements for projects that facilitate financing of environmental programs and infrastructure investments. It does not include the authority to approve funding for basic scientific research that falls under the purview of EPA's Office of Research and Development or any successor to ORD.

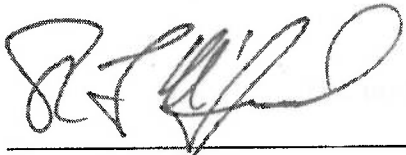
GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS

1-76. Assistance Agreements for Environmental Finance Projects (cont'd)

4. REDELEGATION AUTHORITY.

- a. The authority to authorize grant awards may be delegated to Director, Grants, Audit, and Procurement Program, Office of Technical and Management Services (TMS).
- b. The authority to approve grant awards may be delegated to Program Directors, Office of Partnerships and Regulatory Assistance (OPRA), Office of Water Protection (OWP) and Office of Ecosystems Protection and Remediation (EPR).
- c. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically redelegated.

5. ADDITIONAL REFERENCES. None.



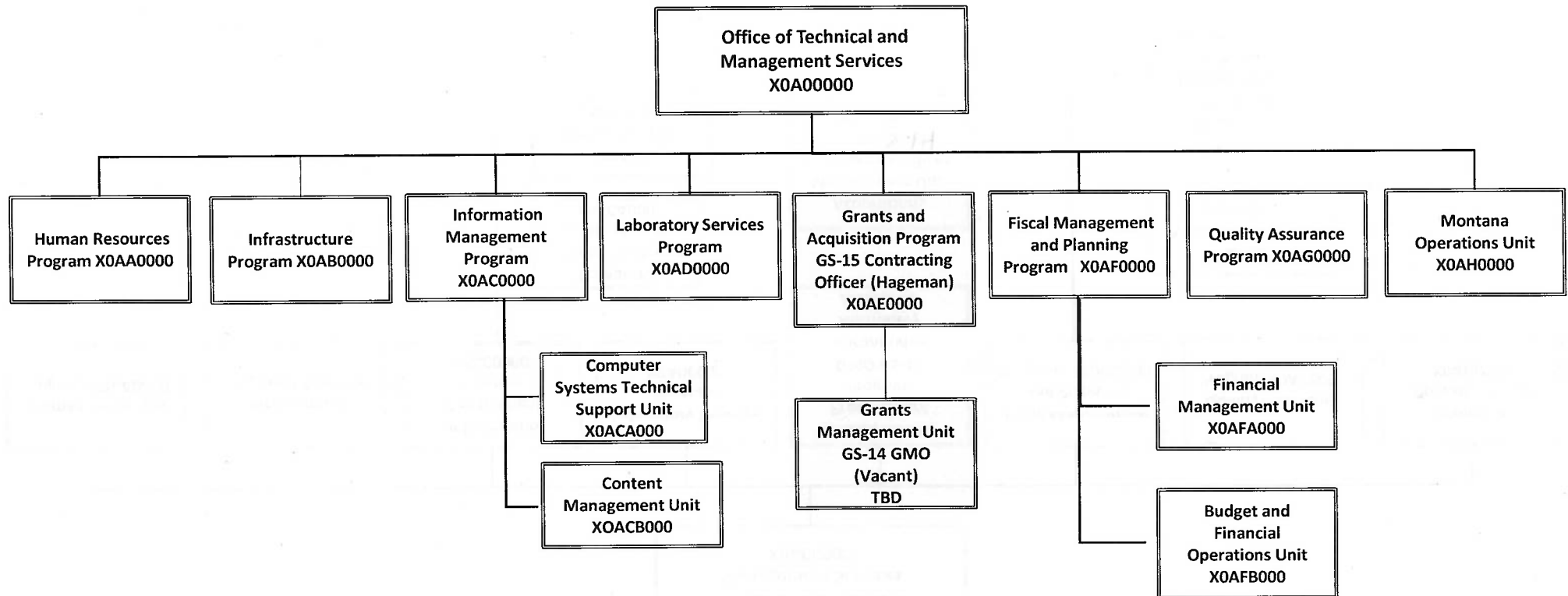
Shaun L. McGrath
Regional Administrator

9/29/16

Date

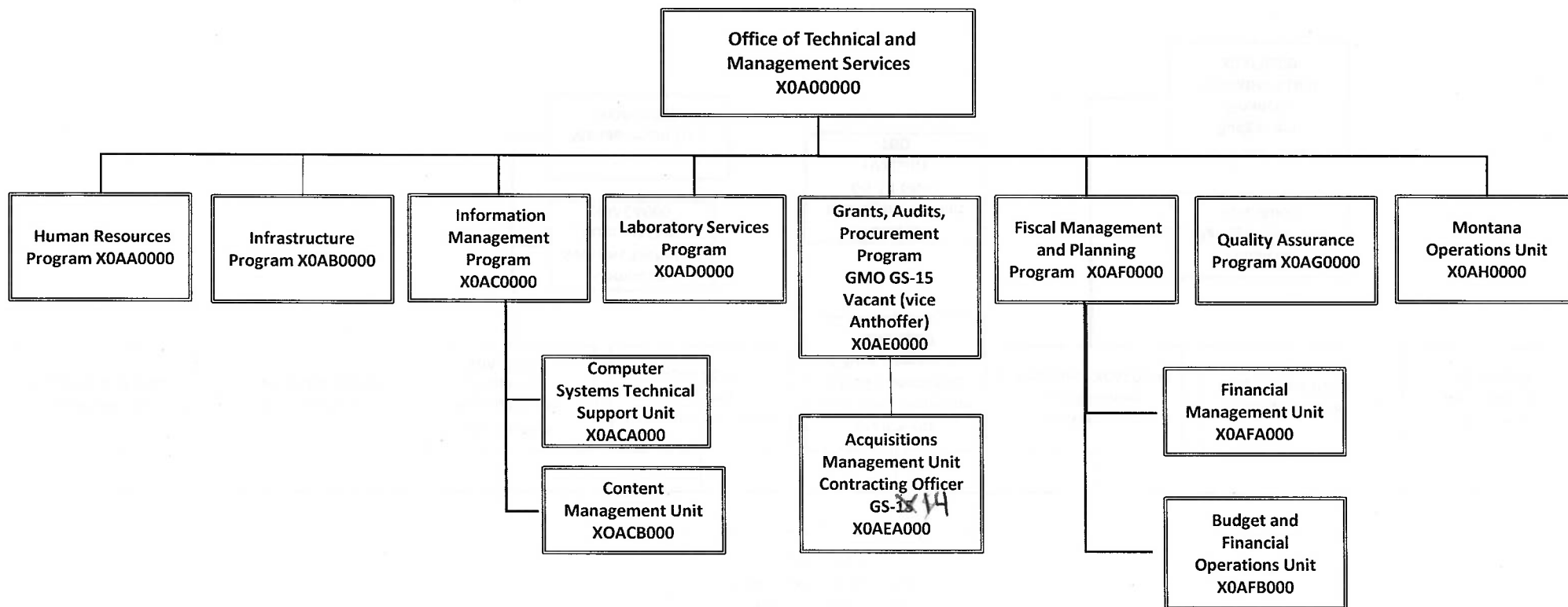
Proposed Organizational Chart

Office of Technical and Management Services

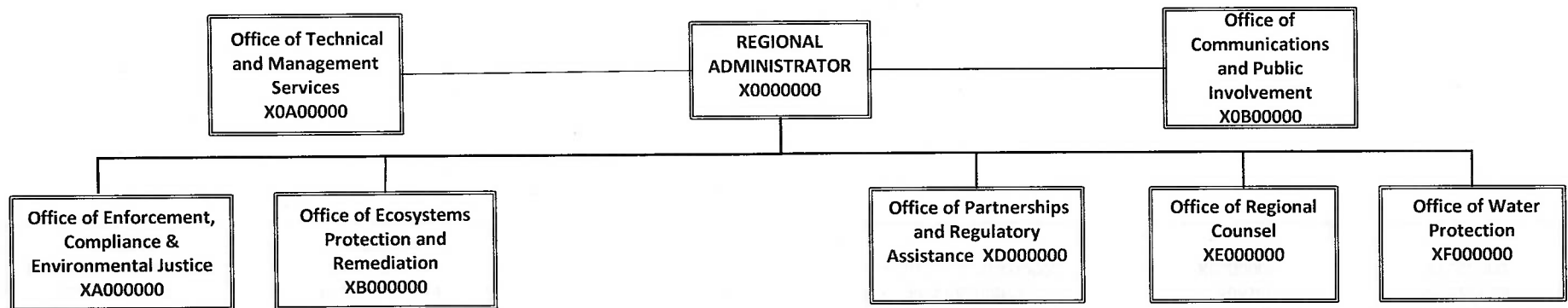


Current Organizational Chart

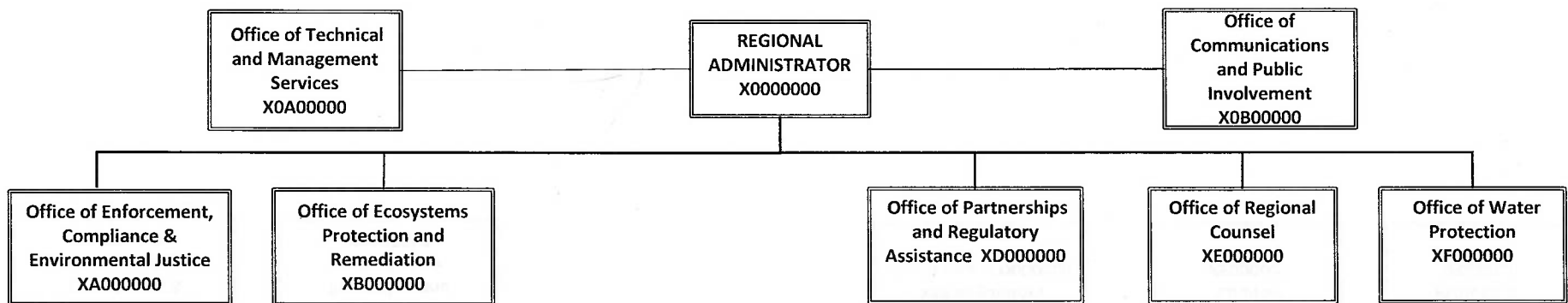
Office of Technical and Management Services



Proposed Organizational Chart EPA Region 8



Current Organizational Chart EPA Region 8



STAFFING PLAN CROSSWALK FORM

ORGANIZATION NAME: Region 8, Grants and Acquisition Program

NOTE(s): All eight columns must be completed by the program office. See instruction tab for detailed procedures on crosswalk completion. Please briefly explain proposed changes in the notes column, including the use of any standard position descriptions.

PROPOSED: Regional Administrator - (X0000000) - (SAME ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Employee Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
X0000000	RA	VARILEK, KIMBERLY	ENVIRONMENTAL PROTECTION SPECIALIST GS-0028-14/03		28817	NC	
X0000000	RA	BENEVENTO, DOUGLAS H.	REGIONAL ADMINISTRATOR ES-0340- 00/00		2335487	NC	
X0000000	RA	DAVIS, PATRICK J.	SENIOR ADVISOR TO THE REGIONAL AD-0301-00/00		2335321	NC	
X0000000	RA	Vacant	SUPERVISORY PROGRAM POLICY ADVISOR GS-0301- 15		11801	NC	
X0000000	RA	MOON, DIANE RENE	STAFF ASSISTANT GS- 0301-12/02		33892	NC	
X0000000	RA	PERRIN, REBECCA H.	ENVIRONMENTAL PROTECTION SPECIALIST GS-0028-14/05		26864	NC	
X0000000	RA	THOMAS, DEBRA H.	DEPUTY REGIONAL ADMINISTRATOR ES-0340- 00/00		17813	NC	

PROPOSED: Office of Technical and Management Services - (X0A00000) - (SAME ORG TITLE AND ORG CODE)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change	(H) Notes
X0A00000	TMS	BUHL, RICHARD DENNIS	ASST REGIONAL ADMIN FOR TMS ES-0340-00/00		2332235	NC	
X0A00000	TMS	KAJIRU-EDWARDS, SIFA M	ADMINISTRATIVE SPECIALIST GS-0301-11/02		2334069	NC	
X0A00000	TMS	KORTUEM, PATRICE MAUREEN	SUPV ENVIRONMENTAL PROTECTION SPC GS-0028- 15/07		20463	NC	
X0A00000	TMS	MERIDA, MARIO E.	EQUAL EMPLOYMENT MANAGER GS-0260-13/07		29408	NC	
X0A00000	TMS	SCHMITT, TYLER A	MANAGEMENT ANALYST GS-0343-12/01		2335215	NC	
X0A00000	TMS	SIERRA, EDDIE A.	SPECIAL ASSISTANT GS- 0301-15/09		19612	NC	
X0A00000	TMS	VEASLEY, SHEILA R.	PROGRAM ANALYST GS- 0343-13/06		16631	NC	

PROPOSED: GRANTS AND ACQUISITION PROGRAM (X0AE0000) - (TITLE CHANGE)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
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X0AE0000	TMS	FELZ, PAUL A.	REGIONAL AUDIT COORDINATOR GS-0301- 13/10		12105	NC	
X0AEA000	TMS	FORCE, SUSAN LEE	CONTRACT SPECIALIST GS-1102-13/04		2333000	L	
X0AEA000	TMS	GIROUARD, SCOTT D	CONTRACT SPECIALIST GS-1102-13/06		27696	L	
X0AEA000	TMS	GORDON, MARIAN ELIZABETH	CONTRACT SPECIALIST GS-1102-13/06		2334703	L	
X0AE0000	TMS	HAGEMAN, JAMES A	SUPVY CONTRACT SPECIALIST GS-1102-15/04		2334197	NC	
X0AEA000	TMS	HOUSTON, K MARIA	CONTRACT SPECIALIST GS-1102-13/07		26508	L	
X0AEA000	TMS	MILLS, BETHANY A	SUPERVISORY CONTRACT SPECIALIST GS-1102-14/06	LEAD CONTRACT SPECIALIST GS- 1102-14/06	33623	R	

PROPOSED: GRANTS MANAGEMENT UNIT (TBD) - (NEW ORGANIZATION)

(A) Current Org Code	(B) Current Acronym	(C) Name	(D) Current Position Title/Series/Grade	(E) Proposed Position Title/Series/Grade (If Changed)	(F) Empl ID	(G) Realign (L)/Reassign (R)/No Change (NC)	(H) Notes
X0AE0000	TMS	VACANT	GRANTS MANAGEMENT OFFICER GS-1109-15/10	GRANTS MANAGEMENT OFFICER GS-1109- 14/10	15366	R	Position no longer supervisor for Grants, Audits, Procurement Program, but supervisor for Grants Unit
X0AE0000	TMS	FERNANDEZ, SAMUEL J.	GRANTS MANAGEMENT SPECIALIST GS-1109-12/07		20843	L	
X0AE0000	TMS	HOLLAND-GRAVES, TEMPA C.	GRANTS MANAGEMENT SPECIALIST GS-1109-12/10		16640	L	
X0AE0000	TMS	HULSTEIN, SARAH C.	GRANTS MANAGEMENT SPECIALIST GS-1109-13/03		30740	L	
X0AE0000	TMS	KLOBERDANZ, RYAN ROBERT	GRANTS MANAGEMENT SPECIALIST GS-1109-12/01		2332536	L	
X0AE0000	TMS	NULL, MATTHEW W	GRANTS MANAGEMENT SPECIALIST GS-1109-12/05		30114	L	
X0AE0000	TMS	SEEGER, LINDSAY ROSE	GRANTS MANAGEMENT SPECIALIST GS-1109-11/01		2333592	L	



2017 REGION 8 GAP CURRENT FUNCTIONAL STATEMENT

DIVISION: Office of Technical and Management Services

OFFICE: Grants, Audits and Procurement Program

HEADQUARTERS OR REGIONAL OFFICE: Region 8

ORGANIZATION HEAD: Program Director, Grants, Audits and Procurement Program

REPORTS TO: Assistant Regional Administrator, TMS

FUNCTIONS: The Grants, Audits and Procurement Program performs the following functions:

- Responsible for the administration of grants, cooperative agreements;
- Resolution of audits of assistance recipients – especially Tribal recipients
- For internal procurement and purchasing activities
- Administration of contracts supporting the Superfund program.



2017 REGION 8 GAP ACQUISITIONS MANAGEMENT UNIT CURRENT FUNCTIONAL STATEMENT

DIVISION: Office of Technical and Management Services

OFFICE: Acquisitions Management Unit

HEADQUARTERS OR REGIONAL OFFICE: Region 8

ORGANIZATION HEAD: Contracting Officer, Acquisitions Management Unit

REPORTS TO: Program Director, Grants, Audits and Procurement Program

FUNCTIONS: The Acquisitions Management Unit performs the following functions:

- Internal procurement and purchasing activities
- Administration of contracts supporting the Superfund program.



PROPOSED FUNCTIONAL STATEMENT

Please enter your information directly into this template using Times New Roman, 12 pt. Font

DIVISION: *Office of Technical and Management Services*

OFFICE: *Grants, Audits and Procurement Program*

HEADQUARTERS OR REGIONAL OFFICE: *Region 8*

ORGANIZATION HEAD: *Program Director, Grants, Audits and Procurement Program*

REPORTS TO: *Assistant Regional Administrator, TMS*

FUNCTIONS: The Grants and Acquisition Program performs the following functions:

- Responsible for the administration of grants, cooperative agreements;
- Resolution of audits of assistance recipients – especially Tribal recipients
- For internal procurement and purchasing activities
- Administration of contracts supporting the Superfund program.



PROPOSED FUNCTIONAL STATEMENT

Please enter your information directly into this template using Times New Roman, 12 pt. Font

DIVISION: *Office of Technical and Management Services*

OFFICE: *Grants and Acquisition Program*

HEADQUARTERS OR REGIONAL OFFICE: *Region 8*

ORGANIZATION HEAD: *Program Director, Grants and Acquisition Program*

REPORTS TO: *Assistant Regional Administrator, TMS*

FUNCTIONS: The Grants and Acquisition Program performs the following functions:

- Responsible for the administration of grants, cooperative agreements;
- Resolution of audits of assistance recipients – especially Tribal recipients
- For internal procurement and purchasing activities
- Administration of contracts supporting the Superfund program.



PROPOSED FUNCTIONAL STATEMENT

Please enter your information directly into this template using Times New Roman, 12 pt. Font

DIVISION: *Office of Technical and Management Services*

OFFICE: *Grants Management Unit*

HEADQUARTERS OR REGIONAL OFFICE: *Region 8*

ORGANIZATION HEAD: *Unit Chief, Grants Management Unit*

REPORTS TO: *Program Director, Grants and Acquisition Program*

FUNCTIONS: The Grants Management Unit performs the following functions:

- Responsible for the award and administration of grants and cooperative agreements
- Audit resolution assistance to assistance recipients – especially Tribal recipients

[illegible]

Date	Description	Debit	Credit	Balance

EPA ORGANIZATION CODE CHANGE REQUEST FORM

(11/2015 Edition)

Proposed Effective Date:

REGION/AASHIP: R8

Instructions: Please complete the Organization code change form and forward it as part of the final reorganization package (without the examples). All requested changes will be reviewed by the agency's reorganization team for conformity with system code change procedures. Failure to provide this information may delay processing of this request. There must be **one line** for each Type of Change. Deleted organizations will be inactivated and the Current Organization Name and Organization Code needs to be provided. New organizations start at Type of Change with "New Organization" and fill in the rest to the right. Please provide the City and State, "Duty Location" of the new organization. When Renaming organizations, if it changes in the organizational level then that organization can not be changed. It needs to be listed as a Delete and a New Organization created with the new name. Renamings stay at the same level in the organization heirarchy.

[illegible]

161440954

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver, Colorado		2. POSITION NUMBER X817008	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position <i>Position Classification Standard for Contracting Series GS-1102, TS-71 12/83; Intro to PCS TS-134, TS-107 08/91, REV 08/2009; Gen Schedule</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation <i>Lead Contract Specialist</i>		<i>GS</i>	<i>1102</i>	<i>14</i>	
4. Supervisor's Recommendation Lead Contracts Specialist		GS	1102	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			e. Acquisitions Management Unit		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 8			g.		
c. Office of Technical and Management Services			h. Employing Office Location Denver, Colorado		
d. Grants, Audits and Procurements Program			i. Organization Code X0AEA000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input checked="" type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input checked="" type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Patrice Kortuem, Deputy ARA, TMS			d. Typed Name and Title of Second-Level Supervisor Rick Buhl, Assistant Regional Administrator, TMS		
b. Signature <i>Patrice M. Kortuem</i>		c. Date <i>7/19/16</i>	e. Signature <i>[Signature]</i>		f. Date <i>7/19/16</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code —			
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (100% % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>[Signature]</i>	
j. Date <i>10/25/16</i>					
11. REMARKS <i>Leader Grade Evaluation Guide, HRCD-5 06/98. PD previously classified.</i>					

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Position Description
Lead Contract Specialist
GS-1102-14

Position Number:

Organizational Code:

Organizational Location: EPA, Region ^{8, Denver, Co} ~~8, Kansas City, Kansas~~
Office of ~~Policy & Management~~ *Technical and Management Service*
~~Resources and Financial Management Branch~~ *Grants, Audits & Procurement*
~~Acquisition & Contracts Management Section~~ *Prog*

Primary Purpose: Serves as a Lead Contract Specialist responsible for assigning and managing workload for either the Site-Specific or Other than Site Specific contract functions and perform oversight on post award actions performed by junior and journeyman level Contracting Specialists.

Duties

Serves as "level above" reviewer and approver for complex high dollar contract proposals, settlement claims, contract changes and equitable adjustments.

Provides technical over-sight and ensures work performed by the team is compliant, quality focused and timely.

Facilitates, coordinates and approves acquisition plans for new and follow on contracts which have been developed by the team.

Reviews and approves pre-award determinations developed by the team as it relates to contract type and method of award.

Provides coaching on problem solving and recommends alternative solutions.

Ensures workload assignments are balanced and recommends changes when appropriate.

Serves as the lead on the most critical "special projects" within the section.

Solicits and coordinates information from the team in response to queries from the ^{Program Director} ~~Section Chief~~ and for headquarters submission.

Serves as the Acting ^{Program Director} ~~Section Chief~~ in the absence of the ^{Program Director} ~~Section Chief~~; this includes leave approvals.

Monitors closeouts and ensures de-obligations are performed timely on all applicable contracts managed by the team.

Reviews and approves all Contract Option Extension documents prepared by the Contract Specialists to ensure compliance.

Conducts periodic meetings with the Contracting Specialists responsible for CPARS, Quality Assurance Plan updates, Close Out reports, Purchase Card Review, Management Effectiveness Reports, and with the Small Business Specialist. Purpose of the meetings is to ensure coordination and collaboration of efforts as it relates to the performance of the various activities.

Ensures that quality control is done in accordance with the Quality Assurance Plan and develop summary report and recommendations for improvements. Communicate improvements to the team.

Provides guidance and assistance to junior and journeyman level Contracting Specialists as it relates to procurement strategies, decisions and determinations.

Analyzes and determines the impact of Office of Administrative and Resource Management (OARM) directives and guidance as it relates to contract processes and then to recommend a course of action to the ~~Acquisition Section Chief~~. *GAP Program Director*

Develops and presents training to the acquisition staff and customers as it relates to acquisition updates. Recommends training for acquisition personnel to ensure acquisition training mandates are met.

Serves as lead advisor and approver on Solicitation Review Boards (SRB). The SRB consists of journeyman level Contracting Specialists.

Provides weekly updates on workload accomplishments, problems and acquisition issues to the ~~Acquisition Section Chief~~. *GAP Program Director*

Performs contracting work using formal advertising procedures. Prepares an invitation for bid, publicizes the requirements for items and services to be procured, issues the solicitation document, reviews the bids for responsiveness to the solicitation, determines financial responsibility and performance capability of the bidders, and awards the contract.

Uses a variety of contract types to procure items and/or services. Serves as contracting officer with unlimited signatory authority for a significant system or program characterized by large funding levels with a commitment period extending over a long period of time (approximately five years) and involvement of several different contractors and numerous subcontractors. The incumbent has complete authority for all contractual actions and phases of the program including initial planning, requirements definition, integrated logistics support, software support, technical data, etc.

Serves as Contract Specialist responsible for procurements which include production of prototype equipment or systems or research and development where there is a lack of precedent and experience. Plans, develops, and establishes the contractual strategy for the overall acquisition program. Determines the types of contracts to be used, and prepares justification. The incumbent has complete authority for all

contractual actions and phases of the program including initial planning, requirements definition, advanced and engineering development, testing, prototype procurement, initial production, full production, technical data, and training equipment and materials. Develops a pre-negotiation position and conducts contract negotiations. Coordinates with the engineering and production departments, legal counsel, audit, and subordinate activities.

Performs Cost and Price analysis on proposals.

Evaluates the responsiveness of the contractor's bid or offer to the solicitation and ability to perform the contract for long-term procurement actions involving several different contractors and subcontractors.

Examines and evaluates the contractor's prospective cost estimates or price proposals to determine the necessity and reasonableness of proposed contract costs. Develops complex contractual pricing arrangements and incentives such as devising multiple incentives requiring use of sophisticated contracting techniques; sharing arrangements, such as cost-plus-incentive-fee or fixed-price-incentive-fee, where the Government and the contractor share the cost risk; or economic price adjustment clauses that identify the basis for adjusting certain labor or material costs where price cannot be reasonably predicted at the time of contract negotiation.

Monitors outstanding contracts to ensure satisfactory progress, to assure compliance with the terms and conditions of the contract, and to identify problems that threaten contractor performance. Administers the contract for a complete state-of-the-art system. Directs the full range of contract administration actions required for the system acquisition, including the issuance of contract modifications, negotiation of changes, exercise of options, investigation and resolution of contractor delays, contractor performance appraisal, subcontractor surveillance, disposition of claims, and similar matters.

Negotiates contract modifications and the terms and costs of contract changes. Negotiates modifications to major procurements for long-term (5 year) systems or programs. Negotiates significant contract changes requiring the monitoring numerous special provisions, coordination of extensive subcontracting involvement, and the observance of rigid timeframes.

Factors

Factor 1-8 Knowledge Required by the Position 1550 Points

The position requires either: a knowledge of contracting principles, laws, regulations and procedures applicable to pre-award and/or post-award actions sufficient to procure and/or administer contracts for major development, testing, and/or production, or mastery of a procurement functional area sufficient to provide expert technical leadership, staff coordination, and consultation including responsibility for formulating guidelines, implementing new developments, and providing policy interpretation. Familiarity with business strategy and program or technical requirements is required sufficient to perform or direct in-depth evaluations of the financial and technical capabilities, or the performance, of the contractor.

Factor 2-5 Supervisory Controls 650 Points

The employee is delegated unlimited authority for planning and carrying out the contractual activities required. The supervisor is available for consultation on program objectives, budgetary constraints, and procurement policy interpretations. Decisions and recommendations of the employee are normally accepted as authoritative, although higher review may be necessary for some phases of the work.

Factor 3-5 Guidelines 650 Points

Guidelines require extensive interpretation. Little or no contractual precedents exist to guide the employee in developing and modifying procurement strategies or agency procurement regulations or policies.

Factor 4-5 Complexity 325 Points

The work is characterized by breadth of planning, review and coordination or depth of problem identification and analysis, stemming from the variety of the procurement functions or from the unknowns, changes or conflicts inherent in the issues. Decisions involve responsiveness to continuing changes in programs or technological developments. Procurements typically require new or modified contract terms and conditions, funding arrangements, or policy interpretation throughout the pre-award or post-award phases.

Factor 5-5 Scope and Effect 325 Points

The purpose of the work is to provide authoritative procurement advice, resolve critical problems, or develop new approaches for use by other specialists or management/program officials, or for use in planning, negotiating, awarding, administering, and/or settling the termination of major procurements. The work product affects the work of other experts within or outside the agency.

Factor 6-3 Personal Contacts 60 Points

Personal contacts include a variety of specialists, managers, officials or groups from outside the employing agency in a moderately unstructured setting where the purpose and extent of each contact is usually different, and the role and authority of each party is identified and developed during the course of the contact.

Factor 7-3 Purpose of Contacts 120 Points

Contacts are to obtain agreement on previously determined goals and objectives through negotiation, persuasion, and advocacy. The individuals or groups are frequently uncooperative, have different negotiation objectives, or represent divergent interests.

Factor 8-1 Physical Demands 5 Points

The work is sedentary.

Factor 9-1 Work Environment 5 Points

The work is performed in an office setting.

TEAM LEADER CHECK LIST

Positions covered by this checklist are those that lead a permanent standing team within the same organization. There are other kinds of teams which are not covered by the team leader evaluation guide. They are cross-functional, matrix-managed, or project teams. These kinds of teams have been used in EPA for years and are the same as "workgroups" or "taskforces". This checklist covers two-grade interval positions (5,7,9,11,12,13,14,15).

List all the team members' position titles, series and grades:

GS-1102-14

Do these duties occupy at least 25% of the Team Leader's time?

Yes

Does the team include members who operate with an extraordinary degree of independence from supervision, or are titled supervisory?

No

If so, which positions are they?

Is the Team Leader the same grade level as the remaining team members?

No

Does the Team Leader perform all of the first seven duties listed below and a total of 14 of the 20 duties? Circle the duties performed below. Wherever both A or B descriptions are listed for a duty you must select one.

- ☒ 1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services.
- ☒ 2. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- ☒ 3. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution.
- 4. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product
 - ☐ A. Workload distribution and adjustments require **little independent judgment** on the part of the team leader. Shifts in workload are discussed and based largely on **team consensus**, with team members actively participating in the redistribution of work. Where the team is deadlocked or disagrees on workload shifts, the **supervisor makes decisions**.

OR

- ☒ B. Workload distribution and adjustments require regular exercise of **independent judgement** on the part of the team leader and consideration of relative skill and workload of team members. While workload issues may be discussed in team meetings, the team leader is **responsible for making work assignment decisions, rather than the supervisor**.

- ☒ 5. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks.
- ☒ 6. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met.
- ☒ 7. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members.
- ☒ 8. Maintain program and administrative reference materials, project files and relevant background documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc
- ☒ 9. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work related information to the supervisor.
- ☒ 10. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise.
- 11. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.

☐ A. Reports reflect accomplishments as **compared to established work plans**. Training needs are based on **IDPs developed with the supervisor**.

OR

☒ B. Reports on work accomplishments, problems and training needs reflect the team leader's **independent judgment** based on personal observations as well as work plan data and **IDPs developed by employees**.

- ☒ 12. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks.
- ☒ 13. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives.
- ☒ 14. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
- ☒ 15. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures).

16. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management.

- ☒ A. Also approves short-term annual leave requests (**1 or 2 days**) when the impact of the request on the team's ability to meet its deadlines is negligible, **referring other requests to the supervisor**

OR

- ☐ B. Also approves **long-term** annual leave requests, which require the team leader to exercise **independent judgment** in assessing their impacts of the request on the team's ability to meet its deadlines.

- ☐ 17. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official.

- ☒ 18. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards and recognition.



- ☐ 19. Inform employees of available employee benefits, services and work related activities.

20. Intercede with the supervisor on behalf of the team to inform the supervisor of performance and management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.

- ☐ A. Information on performance management issues/problems presented by the team leader is based on **objective data** such as tracking reports or timely completion of milestones and objectives. Recommendations for reassignments or changes in tour of duty are **initiated by team members**. Performance appraisal recommendations are based on **team members' self-assessments**. Requests for promotions are **based on completion of time-in-grade** requirements for positions with known potential.

OR

- ☒ B. Information on performance management issues/problems includes **personal observations** of the team leader as well as objective data and is presented personally to the supervisor. Recommendations and requests are based on the team leader's **independent judgment**, rather than reflecting the team's consensus. Team leader is authorized to "initial off" on performance appraisals and hold performance discussions with team members to **share feedback from supervisor**.

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver, CO		2. POSITION NUMBER X817017	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM GS-1109; GS-1102; GSSG					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	Supervisory Grants Management Specialist	GS	1109	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 8			g.		
c. Office of Technical and Management Services			h. Employing Office Location Denver, Colorado		
d. Grants, Audits and Procurement Program			i. Organization Code X0AE0000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
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a. Typed Name and Title of Immediate Supervisor James Hageman, Supervisory Contract Specialist			d. Typed Name and Title of Second-Level Supervisor Rick Buhl, Assistant Regional Administrator, TMS		
b. Signature 		c. Date 20 Dec 2017	e. Signature 		f. Date 19 Dec 17
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g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (60.0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature	
				j. Date	
11. REMARKS					

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- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS


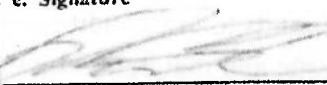

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Copy to Employee

161237209

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver CO		2. POSITION NUMBER X817017	
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b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Supervisory Grants Management Specialist	GS	1109	14	
4. Supervisor's Recommendation	Supervisory Grants Management Specialist	GS	1109	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
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b. Region 8			g.		
c. Office of Technical and Management Services			h. Employing Office Location Denver, CO		
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8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
i. Typed Name and Title of Immediate Supervisor Patrice Kortuem, Deputy ARA, TMS			d. Typed Name and Title of Second-Level Supervisor Rick Buhl, Assistant Regional Administrator, TMS		
e. Signature 		c. Date 4/20/16	e. Signature 		f. Date 4/20/16
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
a. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Executive		f. Functional Classification Code --	
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (80% % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
				j. Date 11/18/16	
11. REMARKS					

POSITION DESCRIPTION
Supervisory Grants Management Specialist GS-1109-14

I. INTRODUCTION

The Grants Management Officer (GMO) works under the administrative direction of the ~~Resources and Financial Management Branch Chief~~ ^{Grants and Financial Management Branch Chief}. Work is evaluated on the basis of effectiveness and efficiency in accomplishing the ~~Section's~~ ^{Unit's} program goals and objectives. Incumbent supervises the work of others in the ~~section~~ ^{unit}. The incumbent serves as a key advisor to top management regarding programs in the ~~Section~~ ^{Unit}. The incumbent serves as the Grants Management Officer and in this capacity, plans, develops and oversees the overall administrative functions for all Regional grant programs and is the recognized Regional authority for the approval, administration and close-out of all grants and cooperative agreements. These programs encompass approximately \$450 million in annual funding. The GMO serves as a fully-participating advisor in all significant management planning, policy and decision-making actions with respect to grants operations.

II. MAJOR DUTIES

1. Serves as the Award Official on Grants and Cooperative Agreements. **Has final authority to obligate Federal funds for assigned grants and cooperative agreements.** Determines overall program goals for the activities under their direction to include short- and long-range work plans. This planning process encompasses several ongoing cycles of management activity, which intertwine and run parallel in time with Regional program planning budget cycle, and the ~~Section's~~ ^{Unit's} planning cycles. Makes decisions across the ~~Section~~ ^{Unit} for productivity improvements, accountability and the effectiveness of individual performance. The incumbent uses initiative and judgment to determine appropriate programmatic priorities, makes decisions affecting the direction of the ~~Section's~~ ^{Unit's} program activities, and determines whether overall ~~Section's~~ ^{Unit's} program goals/objectives are being met.
2. Serves as the Action Official for external assistance audits. Works with auditees and OIG to resolve disagreements; responds to draft audit reports; issues timely and complete comments and response to OIG final reports; and maintains signature authority for responding to OIG assistance agreement reports.
3. Manages the ~~Section's~~ ^{Unit's} resources needed to accomplish the ~~Section's~~ ^{Unit's} work plan by balancing utilization of staff, training needs, and travel budgets. Makes determinations and recommendations on promotions and awards.
4. Supports management integrity as a top priority in the ~~Section~~ ^{Unit}, and ensures that it is integrated into daily work. Develops, assesses, and strengthens management control systems to safeguard programs and achieve mission results. Takes timely corrective actions on all identified weaknesses, ensures prompt follow-up and resolution of audit findings, and supports a full disclosure policy for the organization that provides early detection of emerging issues. Keeps management fully appraised of effectiveness of management integrity systems.

161237204

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Denver CO		2. POSITION NUMBER X817017	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM GS-1109; GS-1102; GSSG					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Supervisory Grants Management Specialist		GS	1109	14	
4. Supervisor's Recommendation	Supervisory Grants Management Specialist	GS	1109	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 8		g.			
c. Office of Technical and Management Services		h. Employing Office Location Denver, CO			
d. Grants, Audits, Procurement Program		i. Organization Code X0AE0000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
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e. Signature 		c. Date 6/20/16	e. Signature 		f. Date 6/20/16
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
11. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
a. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Executive		f. Functional Classification Code --			
g. Bargaining Unit Code 8888		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (60-11 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
j. Date 11/18/16					
1. REMARKS					

POSITION DESCRIPTION
Supervisory Grants Management Specialist GS-1109-14

I. INTRODUCTION

The Grants Management Officer (GMO) works under the administrative direction of the ~~Resources and Financial Management Branch Chief~~ ^{Grants and Audits Procurement Program Program Director}. Work is evaluated on the basis of effectiveness and efficiency in accomplishing the ~~Section's~~ ^{Unit's} program goals and objectives. Incumbent supervises the work of others in the ~~Section~~ ^{Unit}. The incumbent serves as a key advisor to top management regarding programs in the ~~Section~~ ^{Unit}. The incumbent serves as the Grants Management Officer and in this capacity, plans, develops and oversees the overall administrative functions for all Regional grant programs and is the recognized Regional authority for the approval, administration and close-out of all grants and cooperative agreements. These programs encompass approximately \$450 million in annual funding. The GMO serves as a fully-participating advisor in all significant management planning, policy and decision-making actions with respect to grants operations.

II. MAJOR DUTIES

- #1 *
1. Serves as the Award Official on Grants and Cooperative Agreements. **Has final authority to obligate Federal funds for assigned grants and cooperative agreements.** Determines overall program goals for the activities under their direction to include short- and long-range work plans. This planning process encompasses several ongoing cycles of management activity, which intertwine and run parallel in time with Regional program planning budget cycle, and the ~~Section's~~ ^{Unit's} planning cycles. Makes decisions across the ~~Section~~ ^{Unit} for productivity improvements, accountability and the effectiveness of individual performance. The incumbent uses initiative and judgment to determine appropriate programmatic priorities, makes decisions affecting the direction of the ~~Section's~~ ^{Unit's} program activities, and determines whether overall ~~Section's~~ ^{Unit's} program goals/objectives are being met.
 2. Serves as the Action Official for external assistance audits. Works with auditees and OIG to resolve disagreements; responds to draft audit reports; issues timely and complete comments and response to OIG final reports; and maintains signature authority for responding to OIG assistance agreement reports.
 - #1 *
 3. Manages the ~~Section's~~ ^{Unit's} resources needed to accomplish the ~~Section's~~ ^{Unit's} work plan by balancing utilization of staff, training needs, and travel budgets. Makes determinations and recommendations on promotions and awards.
 - #1 *
 4. Supports management integrity as a top priority in the ~~Section~~ ^{Unit}, and ensures that it is integrated into daily work. Develops, assesses, and strengthens management control systems to safeguard programs and achieve mission results. Takes timely corrective actions on all identified weaknesses, ensures prompt follow-up and resolution of audit findings, and supports a full disclosure policy for the organization that provides early detection of emerging issues. Keeps management fully appraised of effectiveness of management integrity systems.

5. Sets long term and short-term program objectives that insures that results are realistic and measurable, and respond to the Agency Strategic and Annual Performance Plans and/or key government-wide or EPA objectives. Effectively structures, organizes, and prioritizes work to accomplish the objectives set forth in the Annual Performance Plan and/or appropriate business/work plans. Monitors progress toward achieving goals and organizational objectives using effective measures, processes and procedures. Considers customer perspectives and feedback as appropriate, in adjusting priorities; takes action to modify operating plans when organizational results and measures indicate corrective action is needed; informs higher-level management of significant program initiatives, developments, and status.

6. Leading Change -Implements an organizational vision that integrates key national and program goals, priorities and other factors, aligns with the strategic plan; and takes into account the needs of stakeholders. Designs and deploys effective strategies that balance stakeholder interests with the business of the organization and that balance change and continuity. Successfully adapts plans, processes and programs in response to new information and changing conditions or initiative, including new government wide or EPA initiatives or objectives. Using good judgment, constructively utilized indicators such as customer feedback and organization results measures, as appropriate, to effectuate improvement in program performance.

7. Leading People - Effectively communicates the Agency's mission, core values and strategic goals to employees and engages them in the development of objectives contributing to those goals. Takes into account employees perspectives in successfully accomplishing the Agency's mission. Encourages employees to develop creative and effective ways to accomplish EPA's mission. Motivates employees to achieve high performance by facilitating a workplace that fosters diversity, innovation and initiative, open and honest communication, and teamwork among employees and peers. Maximizes employees' potential by providing leadership, guidance, development and empowerment. Applies and effectively foster formal and informal performance management practices to align organizational and employee performance plans and to promote workforce quality and results achievement. Provides constructive feedback to employees concerning individual and group performance including timely evaluation of performance. Ensures that employees have the tools and training to do their jobs. Coaches and develops employees so that they realize their full potential. Deals effectively with employee relations matters, including resolving instances where employees are underutilized and/or underperforming.

8. Building Coalitions/Communications - Articulates program goals and objectives, and promotes and supports EPA initiatives and objectives internally and externally in a clear and convincing manner, particularly when representing and speaking for the organization and for EPA. Effectively identifies and manages the internal and external influences and dynamics that impact the organization's work. Where appropriate, cultivates alliances with external groups (e.g. other agencies, Congress, customer groups, the public, the media, State and local governments, Indian tribes, minority groups), facilitates an open exchange of opinion from diverse groups, and strengthens internal and external support.. Effectively communicates with and listens to customers and stakeholders, gathering their feedback as appropriate.

9. Employment Opportunity- As an organizational manager demonstrates commitment to the organization's goals and philosophy by incorporating EEO in all aspects of human resources management. Provides input, develops action items, and commits to accomplishing action items

in the organization's affirmative employment program. Implements management plans, strategies, and program approaches to achieve EEO and civil rights goals and objectives. Ensures employees receive training on civil rights and EEO. Shows proactive leadership by restating civil rights policies to current and new staff and by helping prevent future EEO complaints. Supports and enacts methods to prevent, address, resolve and settle EEO issues and complaints in concert with the regional Equal Employment Office.

10. In addition, keeps abreast of implementing legislation, Federal statutes, OMB circulars, and executive orders, **government-wide grant initiatives related to data quality, transparency and performance**, and assures that grant management policies, procedures and methods are in effect which meet the intended program objectives; insures grantee applications are complete and awards are made in compliance with individual program categorical legislative directives, agency grant regulations, Regional policies and other federal directives. Plans, develops and oversees the review of EPA grants programs and grantee organizations to insure that Program offices and grantees are adhering to all Federal regulations and directives. Authoritative recommendations for formal action are prepared and program managers are advised of the review results so that the mission of the program can be accomplished. Responsible for the review, monitoring and coordination of grant funding with EPA grant managers and program and budget personnel. Develops new approaches for providing Federal grants and funding to grantees in complex and unique situations; provides key input to region-wide programmatic plans and operations pertaining to or impacted by grant activities; and acts as the senior grants administration trainer to Regional project officers/grants specialists and grantees.

11. As a senior grants official in the Agency, coordinates with HQ Office of Grants and Debarment in the development of new policies and procedures. Provides authoritative advice and input to new regulatory or policy development, including providing draft policies/procedures for national implementation. Employee is consulted for advice, direction, and assistance on the more complicated problems, from Grants Management Specialist in other regions, and from states/tribes.

12. Conducts meetings, conferences and discussions related to Federal assistance management with grants administrators and other senior level officials in EPA and other Federal Agencies, State governments, tribes and communities. Meets with EPA grant recipients to resolve complex problems which may arise during the pre-award, post award, and close-out phases of assistance agreement management.

III. SUPERVISORY FACTORS:

FACTOR 1-PROGRAM SCOPE AND EFFECT LEVEL 1-3- 550 POINTS

Grants Management Officer directs a program segment that performs technical, administrative, regulatory, protective, investigative or professional work. Services and functions significantly impact a wide range of Agency activities, and regulated community or the general public. The work also impacts essential support operations to varied and complex technical, professional and administrative functions.

FACTOR 3- ORGANIZATIONAL SETTING -LEVEL 2-2 -250 POINTS

The Grants Management Officer is accountable to the *Grants & Audits Procurement Program, Director* ~~Resources and Financial Management Branch Chief~~ which is one reporting level below the first SES level.

FACTOR 3- SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED -LEVEL 3-2, 450 POINTS

Exercises all of the following delegated supervisory authorities and responsibilities:
Serves as the Award Official for Grants and Cooperative Agreement. Serves as the Action Official for external assistance audits. Plans work to be accomplished by subordinates. Sets and adjusts short-term priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the Section; recommend appointments, promotion or reassignment to such positions. Hears and resolve complaints from employees, referring group grievances and more serious unresolved complaints to higher-level supervisor or manager. Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Identify developmental and training needs of employees, providing or arranging for needed development and training. Find ways to improve production or increase the quality of the work directed. Develop performance standards.

Exercises the following elements:

Use team leaders, group coordinators, committee chairs, or comparable personnel to direct, coordinate or oversee work. Exercise significant responsibilities in dealing with officials of other organizations, or in advising management officials of higher rank. Assures reasonable equity among the ~~Section~~ *Unit* of performance standards and rating. Direct a program or major program segment with significant resources. Make decisions on work problems presented by subordinate personnel. Evaluate subordinate personnel and serve as the reviewing official on evaluation. Recommend selections for subordinate non-supervisory positions. Recommends approval/disapproval on non-routine, costly, or controversial training needs and training requests related to employees of the unit subject to approval by higher levels officials, supervisors, or others. Recommends approval/disapproval of expenses comparable to within-grade increases, extensive overtime, and employee travel subject to approval by higher levels officials, supervisors, or others. Recommend awards or bonuses for personnel and changes in position classification, subject to approval by higher-level officials, supervisors, or others. Find and implement ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

FACTOR 4A. NATURE OF CONTACTS -LEVEL 4A-3 75 POINTS

Contacts include those, which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by management. They often require

extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter. Frequently contacts high-ranking managers, supervisors and /or technical staff at regional and major organizational levels of the Agency, i.e., Agency Headquarters, administrative support staff, or comparable personnel to States agencies, Tribes, and the grantee community.

Contacts are made with State Legislature and Congressional Representative or their representatives; key staff of public interest groups (usually informal briefings) with significant political influence or media coverage, journalists representing influential city or county newspapers or comparable radio or television coverage.

FACTOR 4B -PURPOSE OF CONTACTS- LEVEL 4B-3 100 POINTS

The purpose of contacts is to justify, defend, or negotiate in representing the program in gaining compliance with established policies, regulations or contracts. Involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance to programs managed. The purpose is also to influence, motivate or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objectives of the program or segments directed.

FACTOR 5- DIFFICULTY OF WORK DIRECTED- LEVEL 5-7 930 POINTS

A majority of the non-supervisory/non-leader work directed is at the GS-12 level.

FACTOR 6 - OTHER CONDITIONS LEVEL 6-5 -1225 POINTS

Supervision and oversight at this level requires significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, managerial, or administrative work comparable in difficulty to the GS-12 level. Supervision at this level involves major recommendations, which have a direct and substantial effect on the organization and projects managed. For instance, makes major recommendations in the areas listed below, or in other comparable areas:

- * Significant internal and external program and policy issues affecting the overall organizations, such as those involving political, social, technological, and economic conditions.
- * Restructuring, reorienting, recasting immediate and long-range goals, objectives, plans and schedules to meet substantial changes in legislation, program authority, and/or funding.
- * Determinations of projects or program segments to be initiated dropped or curtailed.
- * Changes in organization structure, including the particular changes to be effected.
- * The optimum mix of reduced operation costs and assurance of program effectiveness, including introduction of labor saving devices, automated processes, methods improvements, and similar.
- * The resources to devote to particular programs (especially when staff-years and a significant portion of an organization's budget are involved).
- * Policy formulation and long-range planning connection with prospective managers in functions and programs.

TOTAL POINTS: 3580/GS-13 (range = 3155 - 3600)

IV. FES FACTORS FOR GS-1109 Series:

Factor 1 - Knowledge Required by the Position Level 1-8. 1550 Points

Mastery of grants and cooperative agreements regulations, principles, and techniques, sufficient to serve as the Grants Management Officer (GMO) for Region 8. This includes "cradle-to-grave" planning, development, implementation, maintenance, and administering of all grants and cooperative agreements for the region. Knowledge of the principles of grants planning sufficient to determine overall program goals and programmatic priorities to include short- and long-range work plans, which encompasses several ongoing cycles of management activity.

Expert knowledge of grants administration and termination techniques sufficient to administer and close out grants and cooperative agreements, to include identifying problems, taking timely corrective actions on all identified weaknesses, ensuring prompt follow-up and resolution of audit findings. Mastery of the grants and cooperative agreements functional areas sufficient to serve as the key advisor to top management and to provide authoritative consultation to other grants management official both inside and outside of the agency (i.e., states and tribes).

Factor 2 - Supervisory Controls Level 2-5 650 Points

The supervisor makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As a recognized authority in the functional area, the incumbent has complete responsibility and authority to plan, design, schedule and carry out major programs, projects, studies, or other work independently. Work products or advisory services provided to management or to field activities are considered to be technically authoritative. Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, and is normally accepted without significant change.

Factor 3 - Guidelines Level 3-5 650 Points

Guidelines consist of broadly stated/nonspecific policy statements, statutes, court decisions, etc., that require extensive interpretation. The incumbent uses judgment and discretion in determining the intent, and in interpreting and revising existing policy and regulatory guidance for use by other within or outside the employing agency (e.g., technical experts, program managers, grantees, other offices or tribes, state and local governments, or private industry.) Reviews proposed legislation, ~~government-wide grant initiatives related to data quality, transparency and performance~~ or regulations that would significantly change the basic character of agency grants programs.

Develops major program guidance for use by others.

Factor 4 - Complexity**Level 4-5 325 Points**

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving intensive analysis and problem solving (as a recognized expert) in assigned program/ functional area. The incumbent has been delegated full authority and responsibilities by the Regional Administrator for the planning and implementation of all issues pertaining to regional grants and assistance. This includes issuing final decisions on findings of non-compliance. Incumbent also resolves disagreements involving awards and assistance within the region (Regional Program Managers and approval officials). Incumbent is involved in establishing standards and evaluating reports relative to administering a nation-wide Federal assistance program. Advice and recommendations given have a major effect on the implementation of federal assistance programs and policies within EPA. As a recognized expert, the incumbent provides consultation and advisory services to assist and is sought out by other grants management experts for such advice, consultation and recommendations for the most complex grants problems and issues. Decisions regarding what needs to be done depend on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, new or unconventional methods, changing implementing legislation, federal statutes and other prescribing regulations, or conflicting interest or ideas.

The work requires devising new methods and techniques to produce effective results or implement advances in establishing criteria for administering or evaluating grants and cooperative agreements programs; or developing policy guidance and procedural material for use by operating personnel. The work involves maintaining an effective working relationship with state, tribal, local governments, community and special interest groups, and other Federal agencies, obtaining feedback from those stakeholders, and developing new approaches to use in making recommendations to improve program communication effectiveness. The work also involves participating in national level conferences and co-chairing national level committees.

Factor 5 - Scope and Effect**Level 5-5 325 Points**

The purpose of this position is to plan develop and oversee the overall administrative functions for all Regional grant programs. The incumbent serves as the Grants Management Officer, the Award Official and the Action Official on external assistance audits, and as such is the key advisor to top management regarding programs in the section relative to the administration of regional grants and cooperative agreements. This includes developing new or alternative means of providing specialized information and providing general oversight of Regional programs and evaluation of their effectiveness to determine the overall effectiveness and efficiency of regional programs and plans to including developing and establishing new approaches and methods for use of operating personnel. The purpose is also to convey understanding of the programs. The employee is delegated authority to speak for and commit the Region and to make final decisions on grants matters. Incumbent works with HQ Office of Grants and Debarment in the development of new policies and procedures for national implementation. The employee's recommendations are accepted as authoritative and serve as the basis for committing the Region or activity to courses of action on projects which are multiyear in duration and results often become official positions or obligate substantial regional program resources.

Factor 6 - Personal Contacts**Level 6-4 110 Points**

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by management. They often require extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter. The employee frequently contacts high-ranking managers, supervisors and/or technical staff at regional and major organizational levels of the Agency, (i.e., Agency Headquarters, administrative support staff, or comparable personnel to States agencies, Tribes, and the grantee community.) Contacts are also made with State Legislature and Congressional staff or their representatives; key staff of public interest groups (usually informal briefings) with significant political influence, senior corporate officials, or media coverage, journalists representing influential city or county newspapers or comparable radio or television coverage.

Factor 7 - Purpose of Contacts **Level 7-4 220 Points**

Purpose of contacts is to justify, defend, or negotiate in representing the program in gaining compliance with established policies, regulations or contracts. Incumbent actively participates in conferences, meetings, hearings or presentations involving problems or issues of considerable consequences or to programs managed. The purpose is also to influence, motivate or persuade persons or groups to accept opinions or take actions related to advancing the fundamental goals and objects of the program or segments directed.

Factor 8 - Physical Demands **Level 8-1 5 Points**

The work is basically sedentary, with no special physical demands.

Factor 9 - Work Environment **Level 9-1 5 Points**

The work is usually performed in an office setting.

Total: 3840/GS-14 (range = 3605 - 4050)